

Possibilities: *You can have it all. You just can't have it all at one time.* —Oprah Winfrey, talk-show host

Electronic Library

by Ruby Mizue

FREE Computer Training Renewed for Army Users

The US Army has funded another year of *Computer Based Training* (CBT) to provide online Information Technology Training to the total Army workforce. CBT has an extensive library of courses available at NO COST to active duty military and civilian employees, as well as Army National Guard and Army Reserve personnel. The course offerings cover a wide range of software suitable for both computer professionals, as well as end users.

Visit the website at <http://www.armycbt.army.mil> to check out the course listings. To register initially for this service, your email address must end with ".army.mil." Follow the links to register online, and *be sure to note your Student ID and Password*. The training web site will automatically track and manage student records. If you registered in the previous fiscal year, you may be required to re-register.

Once registered, the coursework can be accessed from any computer system, so you can get up to speed on Powerpoint, the Internet, or Excel from the comfort of your home, while on TDY, or from your laptop while traveling.

New AR 25-50, Preparing and Managing Correspondence

The regulation on preparation and management of Army correspondence has been substantially revised in a new publication dated 5 March 2001. The new AR can be accessed from the official

US Army Publishing Agency (USAPA) website at: http://www.usapa.army.mil/pdffiles/r25_50.pdf

This revision establishes three forms of authorized correspondence: a letter, a memorandum, and a message, eliminating the use of the endorsement. It also makes significant changes in the use of the memorandum and letter, modifies the addressing format of mail and correspondence, and modifies the MEMORANDUM FOR line and abbreviation practices.

Since these revisions are already in effect, originators of all correspondence should become familiar with these changes. Your office administrative staff may have print copies of the new AR and can assist you with questions. You may also contact Anna Tarrant for specific questions or clarification on the changes.

Hawaii Directory of State, County and Federal Officials

The Legislative Reference Bureau has completed the 2001 edition of its *Directory of State, County and Federal Officials*. The directory can be accessed on the Internet at:

<http://www.state.hi.us/lrb/dir> You can download and print out the entire directory, or use the handy Table of Contents to view just the legislative office or public agency you are interested in.

POHINFO—District Intranet Update

New *After Action Reviews* (AARs) have been posted on the AAR Home Page at: <https://pohinfo/AAR/index.html>

If your office has information to share with the district staff, the HED Intranet might be the place to post it. Contact Ruby Mizue for more information.

PRODUCTIVITY CORNER

Blindness is just a nuisance

Born with a rare degenerative eye disease, Erik Weihenmayer became completely blind at age 13. He was told he would never be able to do the things other people did. He had a disability, yet Weihenmayer refused to accept a life with such limitations. After fighting his blindness for years, Erik learned to embrace his adversity, making it part of him.

First, he joined his high school wrestling team, became co-captain, and state champion runner-up in his class. Next Weihenmayer took on the challenge of rock climbing—a difficult hobby for those with perfect eyesight. "Blindness won't keep me from having fun," Weihenmayer insisted. He took his adversity, his blindness, and turned it into his strength, using his heightened senses to take on challenges few will conquer.

In 1995, he scaled 20,230-ft. Mt. McKinley, North America's highest peak. In 1996, he became the first blind person to ever scale the 3,000-foot granite monolith El Capitan in Yosemite. Says

Weihenmayer, a teacher at the private Phoenix Country Day School, "Blindness is just a nuisance." As for climbing, he says, "You just have to find a different way of doing it."

—Ragan's Communications

Sam Walton's Ten Commandments

Sam Walton is one of the most successful businessmen this country has ever seen. Early on in his career, he wrote ten rules for building a business. Any small-business owner with an eye toward growth would do well to follow Sam's rules:

1. Commit to your business.
2. Share your profits with all associates.
3. Motivate your partners.
4. Communicate everything you possibly can to your partners.
5. Appreciate everything your associates do for the business.
6. Celebrate your successes.
7. Listen to everyone in your company.
8. Exceed your customers' expectations.
9. Control your expenses better than your competition does.
10. Swim upstream.

—Ragan's Communications